



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2748 WORTH RD STE 6
FORT SAM HOUSTON, TEXAS 78234-6006

OTSG/MEDCOM Policy Memo 11-086

MCHR-C

1 8 OCT 2011

Expires 18 October 2013

MEMORANDUM FOR

Commanders, MEDCOM Major Subordinate Commands
Directors, OTSG/MEDCOM OneStaff

SUBJECT: US Army Medical Command (MEDCOM) Civilian Deployment Volunteer Policy

1. References:

- a. DA Pam 690-47, DA Civilian Employee Deployment Guide, 1 November 1995.
- b. DA Personnel Policy Guidance for Overseas Contingency Operations, 1 July 2009, (last updated 28 June 2011).
- c. Civilian Expeditionary Workforce Deployment – Guide.
- d. DoDI 1342.19, Family Care Plans, May 7, 2010.

2. Purpose: To establish MEDCOM civilian volunteer deployment policy for CONUS and OCONUS military and humanitarian contingency operations.

3. Proponent: The proponent for this policy is the MEDCOM Civilian Human Resources Division (CHRD), Program and Policy, Assistant Chief of Staff for Human Resources.

4. Policy: The Department of Defense relies on volunteers to meet many contingency operations mission requirements. The MEDCOM chain of command and Human Resources Managers at RMCs, MSCs and MTFs will fully support this initiative. All efforts must be made to assist those who volunteer to support the mission. HQ, MEDCOM CHRD approval is needed when an employee is denied the opportunity to register in the volunteer program or deployment.

5. References 1a and c provides information to civilian employees, management officials, and the Field Commanders of policies and procedures that affect civilian deployment issues. It also provides hyperlinks to deployment references and forms.

MCHR-C

SUBJECT: US Army Medical Command (MEDCOM) Civilian Deployment Volunteer Policy

6. In-/out-processing requires management, installation, Civilian Personnel Advisory Center (CPAC), and CONUS Replacement Center (CRC) support. Reference 1b, Chapter 4 discusses procedures used to deploy military and civilian personnel; preparation of deployment packets and individual deployment flow; CONUS CRC; and Theater Specific Individual Requirement Training (TSIRT). It provides a hyperlink to DA Form 7425, Readiness and Deployment Checklist and forms needed for civilian packets. It also provides hyperlinks to various forms and other applicable regulations and websites. The supervisor, CPAC, and CRC will retain copies of the deployment packets.

7. Responsibilities:

a. The HQ MEDCOM CHRD Military Operations (MHRD-MO) will manage the <http://www.mods.army.mil> website. Any volunteer using this website must understand they are subject to the same deployment policies and requirements as a non-volunteer selected for deployment or temporary assignment.

b. Commanders of RMCs/MSCs/MTFs will:

- (1) Disseminate the MEDCOM Civilian Deployment Volunteer Policy.
- (2) Appoint MTF HR points of contact (POCs).
- (3) Ensure the volunteer has an up-to-date family care plan in accordance with reference 1d above.
- (4) Ensure adequate procedures are in place to deploy civilians when notified.
- (5) Acknowledge approval/disapproval of deployment within seven calendar days of notice.
- (6) Submit written justification for non-approval of deployment through the chain of command, to HQ MEDCOM CHRD for concurrence/non-concurrence.

c. RMC/MSC HR POCs will:

- (1) Be the primary administrator for deployed civilian personnel within their RMC/MSC.

MCHR-C

SUBJECT: US Army Medical Command (MEDCOM) Civilian Deployment Volunteer Policy

(2) Maintain and monitor civilian employee volunteer status in the MODS volunteer website.

(3) Develop and maintain internal procedures to manage the volunteer validation process.

(4) Maintain MTF/unit POCs home base and deployed activity to track, and coordinate personnel-related matters.

(5) Coordinate with servicing CPAC(s) any personnel-related matters from the volunteer during deployment.

(6) Prepare and process volunteers for deployment and assure home station pre-processing is completed before releasing volunteer to CRC.

(7) Instruct MTFs/units to notify servicing CPAC(s) to assist returning volunteers re-entering their work place.

(8) Coordinate and oversee any changes concerning the volunteer status, i.e., separations, conduct performance issues, etc., and take appropriate action when necessary.

(9) Conduct annual reviews during February and March of all registrants, and conduct periodic reviews throughout the year to ensure timely validations of new registrants.

d. MTF/unit HR POCs will:

(1) Provide the volunteer with a processing packet with necessary forms, schedule initial medical/dental examinations for deployments with occupational health and provide administrative support to the volunteer during the pre-deployment process.

(2) Establish a deployment file.

(3) Notify Occupational Health, CPAC, RMC, and MSC HR POCs.

(4) Notify servicing CPAC of volunteers re-entering the work place.

MCHR-C

SUBJECT: US Army Medical Command (MEDCOM) Civilian Deployment Volunteer Policy

e. Volunteers must:

(1) Keep their chain of command informed of their intent to volunteer and their subsequent deployability status.

(2) Ensure employment-related and family affairs are current prior to registration, to include, but not limited to will, mortgage/financial records, school registration, tax records, power of attorney, etc.

(3) Have a family care plan in place in accordance with reference 1d, if applicable.

(4) Have and maintain at least a "fully successful" performance rating or better, have no disciplinary, adverse or EEO actions pending.

(5) Agree to occupy an Emergency Essential (E-E) position by signing DoD Emergency – Essential Position Agreement, DoD Civilian Employee, DD Form 2365 during the overseas deployment period.

(6) Be able to acquire and maintain (at a minimum) a secret clearance as a condition for deployment.

(7) Have no medical or dental conditions, which would impede the mission.

(8) Understand they are subject to the same deployment policies and requirements as a non-volunteer selected for deployment.

(9) After completing deployment or receiving any other type of authorized release, must complete DD Form 2796, Post-Deployment Health Assessment (PDHA). Current DoD guidance requires all DoD civilians returning from deployment to schedule a face-to-face assessment with a trained health care provider within 30 days after returning home. Also, civilian employees must be scheduled for a reassessment within 90 to 180 days after return to their home station. DD Form 2900, Post-Deployment Health Reassessment (PDHR), is required for the reassessment. Forms and information can be found on <http://www.behavioralhealth.army.mil>.

MCHR-C

SUBJECT: US Army Medical Command (MEDCOM) Civilian Deployment Volunteer Policy

8. Both military and civilian employees are responsible to become familiar with the references in paragraph 1 which can be found on <http://www.apd.army.mil>, <http://www.armyg1.army.mil/militarypersonnel/ppg.asp>, and <http://cpol.army.mil/library/mobil/> websites.

FOR THE COMMANDER:


HERBERT A. COLEY
Chief of Staff